

TO

U.S. DEPARTMENT OF AGRICULTURE  
RURAL DEVELOPMENT  
Washington, DC 20250

## PROCEDURE NOTICE

<b>MANUAL</b> WSDC	<b>ISSUE No.</b> 320
<b>DATE</b> June 14, 2000	
<b>DISTRIBUTION CODE</b>	
"W"	NATIONAL OFFICE
"S"	STATE OFFICES
"D"	AREA OFFICES
"C"	LOCAL OFFICES
"P"	EMPLOYMENT OFFICES

NOTICE  
(WSDC)

The following forms and Handbook Letters have been translated into Spanish and are available on the Rural Development Instructions home page (<http://rdinit.usda.gov/regs>). These documents are for the convenience of our Spanish speaking customers. Applicant/Borrower case files must contain the signed English version of the form/letter. Any documents used for third party verification (e.g., Applicant Reference Letter, Request for Verification of Employment, Landlord's Verification, Request for Verification of Deposit, etc.) should include the English version as well. These Spanish forms and Handbook Letters are not available through the warehouse.

### FORMS

### TITLE

#### 400 SERIES

\* 410-4S (Rev. 07-98)

Application for Rural Housing Assistance  
(NonFarm Tract) Uniform Residential Loan  
Application

440-58S (Rev. 10-96)

Estimate of Settlement Costs

#### 1900 SERIES

\*1910-5S (Rev. 06-99)

Request for Verification of Employment

1927-16S (Rev. 10-96)

Notification of Loan Closing

1940-16S (Rev. 06-99)

Promissory Note

1940-41S (Rev. 10-96)

Truth in Lending Disclosure Statement

1940-43S (Rev. 10-96)

Notice of Right to Cancel

\*1944-60S (Rev. 04-98)

Landlord's Verification

\*1944-62S (Rev. 10-96)

Request for Verification of Deposit

#### 3500 SERIES

\*3550-1S (Rev. 08-97)

Authorization to Release Information

\*3550-2S (Rev. 06-99)

Request for Verification of Gift/Gift  
Letter

3550-4S (Rev. 10-96)

Employment Certification/Payment Assistance

3550-6S (Rev. 10-96)

Notice of Special Flood Hazards, Flood  
Insurance Purchase Requirements, and  
Availability of Federal Disaster Relief  
Assistance

3550-7S (Rev. 06-99)

Mortgage Loan Commitment

3550-12S (Rev. 10-96)

Subsidy Repayment Agreement

3550-22S (Rev. 08-99)

Assumption Agreement-Single Family Housing

(OVER)

NOTICE (CON.)

RD HANDBOOK/HB-1-3550, Direct Single Family Housing Loans and Grants  
Field Office Handbook/APPENDIX 3HANDBOOK LETTERTITLE

Handbook Letter 2-S (05-28-98)	Pre-eligible
Handbook Letter 3-S (05-28-98)	Waiting Period
Handbook Letter 15-S (05-28-98)	Standardized Adverse Decision Letter

**\*Notice to applicant regarding Privacy Act Information** - The Privacy Act Statement is listed as a separate document on the website and must be printed and added to the above forms as indicated with an asterisk.

## RD MANUAL CHANGES

INSERT RD INS 440.1  
(WSDC)

INTEREST RATES, AMORTIZATION,  
GUARANTEE FEE, ANNUAL CHARGE, AND  
FIXED PERIOD. This Instruction is  
partially revised as follows:

Exhibit B partially revised to update various program interest rates and the 90-Day Treasury Bill Rate, effective May 1, 2000; and

Exhibit L partially revised to include the May 1, 2000, rate.

REMOVE

Exhibit B:  
Pages 1 & 2 (Rev 35); and  
Exhibit L: Page 3 (Rev 12).

INSERT

Exhibit B:  
Pages 1 & 2 (Rev 36); and  
Exhibit L: Page 3 (Rev 13).

INSERT RD INS 2000-LLL  
(WSDC)

MEMORANDUM OF UNDERSTANDING  
BETWEEN THE U.S. DEPARTMENT OF  
HOUSING AND URBAN DEVELOPMENT AND THE

RURAL HOUSING SERVICE, U.S. DEPARTMENT OF AGRICULTURE dated 06-14-00. This Instruction is issued to provide a Memorandum of Understanding (MOU) that reiterates the continuing working relationship between the U.S. Department of Housing and Urban Development (HUD) and the Rural Housing Service (RHS) in providing housing assistance to low-income households in rural America and ensures an ongoing partnership between HUD and RHS in the renewal of Section 8 contracts.

(CON.)

RD MANUAL CHANGES (CON.)

INSERT RD INS 2000-MMM  
(WSDC)

MEMORANDUM OF UNDERSTANDING BETWEEN  
THE DEPARTMENT OF AGRICULTURE RURAL  
DEVELOPMENT MISSION AREA AND THE

EXPORT-IMPORT BANK OF THE UNITED STATES dated 06-14-00. This Instruction is issued to provide an MOU that the U.S. Department of Agriculture Rural Development Mission Area has entered into with the Export-Import Bank of the United States (ExIm), to coordinate their programs to assist rural businesses in underserved rural areas, with emphasis on communities with the greatest financial need. ExIm is the government agency responsible for assisting the export financing of U.S. goods and services through a variety of loan, guarantee, and insurance programs. Each Agency will apply its expertise and experience according to its legislative mandate.

INSERT RD INS 2024-C  
(WSDC)

REQUEST AND CONTROL OF FORMS,  
SUPPLIES, AND MISCELLANEOUS SERVICES  
BY STATE AND FIELD OFFICES. This

Instruction is revised to reflect the new form to be used to request borrower labels for the Direct Single Family Housing program serviced by the Centralized Servicing Center.

REMOVE

Table of Contents;  
Pages 1, 2, and 7; and  
Exhibit A.

INSERT

Table of Contents revised;  
Pages 1 & 2 (Rev 1) and 7 (Rev 1);  
Exhibit A revised; and  
Exhibit B added 06-14-00.

INSERT RD INS 2045-B  
(WSDC)

TRANSIT INCENTIVE dated 06-14-00.  
This Instruction is issued to provide  
guidance on the Transit Incentive  
Program.

RD HANDBOOK CHANGES

INSERT RD HB-1-3550  
(WSDC)

DIRECT SINGLE FAMILY HOUSING LOANS  
AND GRANTS FIELD OFFICE HANDBOOK.  
This handbook is partially revised.  
Specific revisions are as follows:

**Chapter 6 -**

Paragraph 6.10 revised to add a reference to Attachment 6-C.

Attachment 6-C added to provide a tax service fee schedule for new loans and new rates and terms assumptions.

RD HANDBOOK CHANGES  
INSERT RD HB-1-3550 (CON.)

**Chapter 12 -**

Pages 12-7 and 12-8, issued on Procedure Notice 307 dated 07-07-99,  
reissued to correct paragraph numbering.

**Appendix 3 -**

Handbook Letter 12, issued on Procedure Notice 307 dated 07-07-99,  
reissued to remove the page number.

REMOVE

Table of Contents dated 05-28-98:  
Pages 9 & 10; and  
Chapter 6 dated 05-28-98:  
Pages 6-7 & 6-8;  
Chapter 12 dated 05-28-98:  
Pages 12-7 & 12-8 revised  
07-07-99; and  
Appendix 3 dated 05-28-98:  
Handbook Letter 12 revised  
07-07-99.

INSERT

Table of Contents dated 05-28-98:  
Pages 9 & 10 revised;  
Chapter 6 dated 05-28-98:  
Pages 6-7 & 6-8 revised and  
Attachment 6-C added;  
Chapter 12 dated 05-28-98:  
Pages 12-7 and 12-8 revised; and  
Appendix 3 dated 05-28-98:  
Handbook Letter 12 revised  
06-14-00.

INSERT RD HB-2-3550  
(WSDC)

DIRECT SINGLE FAMILY HOUSING LOANS  
AND GRANTS CENTRALIZED SERVICING  
HANDBOOK. Chapter 3 is partially  
revised as follows:

Paragraph 3.2, A. revised to add a reference to Attachment 3-B.

Attachment 3-B added to provide a tax service fee schedule for new loans  
and new rates and terms assumptions.

REMOVE

Table of Contents dated 05-27-98:  
Pages 7 & 8 revised 03-29-00; and  
Chapter 3 dated 05-27-98:  
Pages 3-1 & 3-2.

INSERT

Table of Contents dated 05-27-98:  
Pages 7 & 8 revised; and  
Chapter 3 dated 05-27-98:  
Pages 3-1 & 3-2 revised and  
Attachment 3-B added 06-14-00.

(CON.)

FORMS

NEW

RD 2045-5  
(WSDC)

TRANSPORTATION INCENTIVE ENROLLMENT  
dated 04-00. Prescribed in RD  
Instruction 2045-B. This Form is

used for enrolling in the Transit Incentive Program. This form is  
available on the Rural Development Instructions home page  
(<http://rdinit.usda.gov/regs>). No paper copy distribution of this form  
will be made.

INSERT

FMI dated 06-14-00.

REPLACEMENT

RD 400-1  
(WSDC)

EQUAL OPPORTUNITY AGREEMENT  
revised 05-00. Prescribed in  
RD Instruction 1901-E. The Form and

FMI are revised to correct OMB Number, update OMB information, and update  
wording in the Form to conform to the Department of Labor's revised  
regulation published on August 19, 1997, 41 CFR Part 601. Supplies will  
be disposed of or recycled. Upon receipt of this form from the printer,  
the Rural Development St. Louis Office will distribute 100 copies to each  
State, Area, and Local Office.

REMOVE

FMI dated 10-03-96.

INSERT

FMI revised 06-14-00.

RD 400-6  
(WSDC)

COMPLIANCE STATEMENT revised 04-00.  
Prescribed in RD Instruction 1901-E.  
The Form and FMI are revised to add

information required by the Paperwork Reduction Act of 1995. Supplies  
dated prior to the revision date will be disposed of or recycled. Upon  
receipt of this form from the printer, the Rural Development St. Louis  
Office will distribute 50 copies to each State, Area, and Local Office.

REMOVE

FMI dated 03-18-98.

INSERT

FMI revised 06-14-00.

SPECIAL PROCEDURE NOTICES RELEASED:

SPECIAL PROCEDURE NOTICE dated 04-27-00. DISTRIBUTION: WSDC.  
(Re: RD Instruction 2000-III.)

SPECIAL PROCEDURE NOTICE dated 04-28-00. DISTRIBUTION: WSDC.  
(Re: RD Instruction 1980-D and RD Handbook HB-1-3550.)

SPECIAL PROCEDURE NOTICE dated 05-31-00. DISTRIBUTION: WSDC.  
(Re: RD Instructions 2051-F and 2051-G.)

ADMINISTRATIVE NOTICES RELEASED:

(See attachment to PN.)

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